



NAVAL STATION MAYPORT

Fire & Emergency Services

STANDARD OPERATING PROCEDURES 100-02

1 JANUARY 2022

DUTY EXCHANGE

References: Negotiated Agreement Southeast DoN/AFGE, dated 4 January 2018.

1. PURPOSE:

- 1.1. To empower employees to better manage their work and personal schedule(s) while maintaining the department's high standards of customer service.

2. APPLICABILITY:

- 2.1. This SOP applies to all Naval Station Mayport Navy Fire and Emergency Services personnel engaged in official work or official fire department related activities. Trading of Time is a personal agreement between two employees and should not be confused in any way with the granting of official time.

3. RESPONSIBILITIES:

- 3.1. Each person shall assume individual responsibility for his or her schedule changes and compliance to the departments work schedule policies. To assure compliance, supervisors shall assume responsibility to monitor fire department personnel assigned to them. Management agrees to be flexible with exchange of duty to benefit both parties, especially during times of manning shortfalls so long as it does not create deficiencies in required positions (i.e. drivers, Station Chiefs, paramedics, etc.).

4. PROCEDURES:

- 4.1. To permit firefighters to exchange regularly scheduled duty days. It is recognized that permitting trading of time may serve to enhance the employee's quality of life. It is also recognized that certain departmental requirements must be maintained to ensure no deficiencies in required positions (i.e. drivers, station chiefs, paramedics, etc.).

- 4.2. Equally qualified EMPLOYEES certified for the position may exchange one 24-hour tour of duty if approved by the Fire Chief or their designee(s). Trades must be agreed to in writing by both EMPLOYEES concerned. Such trades shall not result in either working more or less than his/her total scheduled duty hours during a pay period, must be completed in the same pay period and shall not create a situation in which one or both EMPLOYEES would be entitled to additional compensation of any kind.

- 4.2.1. The practice of "trading time" between EMPLOYEES may be permitted, provided the following conditions are met:

- 4.2.1.1. The trading of time is done "voluntarily" by EMPLOYEES participating in the program and not at the request of the EMPLOYER.



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- 4.2.1.2. The reason(s) for trading time is because of the EMPLOYEES' desire or need for time off and annual leave is not available.
- 4.2.1.3. An employee who exchanges duty time must be fit for duty when reporting for work.
- 4.2.1.4. A complete and explicit turnover of responsibilities shall be made between off-going and on coming EMPLOYEES at that time.
- 4.2.1.5. Exchanges between EMPLOYEES of the same grade and/or with the same certifications and same qualifications, Also exchanges between EMPLOYEES one grade level above or below may be approved by the Fire Chief or their designee(s).

(Example: A GS-07 Fire Fighter qualified and certified to the GS-08 Lead Fire Fighter level may trade time with the GS-08 Lead FF. However, a GS-07 FF trained and certified to the GS-09 Station Chief (SC) level may not trade time with the SC).

- 4.2.1.6. If an employee is trading time, that employee cannot request incidental leave until the on-coming shift EMPLOYEES have had an opportunity to request leave. All other leave related issues will refer to the departments leave policy.
- 4.2.2. EMPLOYEES who wish to trade time will submit written requests, via appropriate form, to the on-duty supervisor as soon as practical prior to the exchange. The request will specify the exact dates and time of the trade. The Supervisor may approve/disapprove the request. Approvals and Disapprovals will be provided in writing.
- 4.3. EMPLOYEES involved in a proposed/actual swap of time are responsible for resolving disputes of said time swap.

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Installation Fire Chief, NS Mayport F&ES



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DUTY SCHEDULE

1. PURPOSE:

- 1.1. Establish policy guidance for managing the department's duty schedules, administrative procedures, and Automated Time and Attendance (SLDCADA) to comply with directives and policies for effective management of the department.

2. APPLICABILITY:

- 2.1. This Standard Operating Procedure (SOP) is applicable to all Naval Station Mayport, Fire and Emergency Services personnel engaged in official work or fire department activities covering specific rules, regulations and adherence requirements

3. RESPONSIBILITIES:

- 3.1. All chief officers are responsible to ensure employees within their area of control understand and abide by this guidance in its entirety. All employees are responsible to know and understand what may occur during their period of work and what is expected.

4. PROCEDURES:

- 4.1. Guidance set forth below shall be used in maintaining a minimum daily balance of firefighter personnel for staffing operational positions.

5. DUTY SCHEDULES/HOURS:

5.1. Non-Operations Team:

- 5.1.1. 56 Hour Work Week Employees: (0730-1530 hours) Fire Chief, Assistant Chiefs, Fire Inspectors and other personnel as determined by the Fire Chief. When mission dictates, tour of duty hours may vary with notification and appropriate management level approval. Fire Inspectors unable to report for duty as scheduled due to sickness, severe weather, an accident or other valid reason will notify the Assistant Chief of Training as early as possible of his/her scheduled work shift for unscheduled sick leave. The duty inspector will inform the on duty AC of Operations they are on duty for 24 hours by 0800 by phone or email that day.
- 5.1.2. Supervisor's unable to report for duty as scheduled due to sickness, severe weather, an accident or other valid reason will notify the Fire Chief as far in advance as possible.

5.2. Operations Team (0800-0800 hours):



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- 5.2.1. Assistant Chiefs and Station Chiefs on a 144 hour pay period based on shift schedule approved by the Fire Chief.
- 5.2.2. Operational Firefighters are assigned to one of seven workgroups, with each workgroup working a combination of 48 hours on duty/48 hours off duty, 48 hours on duty/72 hours off duty, and 48 hours on duty/72 hours off duty that encompasses the 144 hour pay period.
- 5.2.3. The employer may direct temporary variances from the normal work schedule as necessary to meet mission requirements.

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| 0700 - 0800 | Wake-up Call (Personal Hygiene, cleaning bunkroom, securing bedding, etc.) Personnel will be out of their room 15 min. prior to shift change on their off going day. Station/Vehicle Clean-Up, Preparation to Depart Duty or next Shift. |
| 0800-1600 | Vehicle/Equipment Inspection/Checkout/Cleaning; Station Break/ Station Clean-Up; Assigned Daily Duties; Additional Duties-(A/C, S/C determines); Training / Meals / Physical Fitness Training (conducted every shift) or during duty day/ Program Manager updates, Position Qualification Training, etc. |

6. DAILY MUSTER:

- 6.1. All shift personnel shall be in compliance with SOP 100-04 Uniforms and Other Apparel and SOP 100-12, Appearance Standards when reporting for duty no later than 0800.
- 6.2. Prior to the end of shift at 0800, if there is a firefighter that needs an early release from duty he/she shall receive confirmation from the Assistant Chief of Operations before departing. Example, if the off going employee was assigned to drive or crew the previous day, the oncoming employee will need to meet that standard. Additional personal will not move around to accommodate the early relief. The employee coming on duty to relieve the off going employee will be prepared to take over.
- 6.3. Reporting to work any time after 0800 is considered late. Employees should attempt to notify the Duty Assistant Chief of Operations or Station Chief of any situation that may cause him/her to be late, prior to the start of shift. Employees are required to call the Duty Assistant Chief of Operations/ Station Chief, no later than 1000, if he/ she will be calling out sick for the shift.
- 6.4. Sick leave absences 3 days or more requires a written doctor's certification.

7. DAILY TEMPORARY WORK ASSIGNMENTS:

- 7.1. Temporary Assigned Duty (TAD):
 - 7.1.1. A daily TAD list will be maintained. To meet staffing requirements according to minimum manning and ORM levels, an employee, who is assigned TAD for the shift will be selected from the TAD list. Selection shall be based on the employees last TAD, with the oldest date assigned first, then the next oldest, and so on until all positions are staffed.



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- 7.2. A Monthly Driving rotation shall be maintained. Each shift will have an assigned driver for the month, the employee assigned to drive for that month will not be sent TAD for that month.
- 7.3. A list for Acting Lieutenant will be maintained. Employees assigned to Acting Lieutenant will be selected from the Acting Lieutenant List, selection shall be based on the employees last acting date, with the oldest date assigned first, then the next oldest, and so on until all positions are staffed.

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